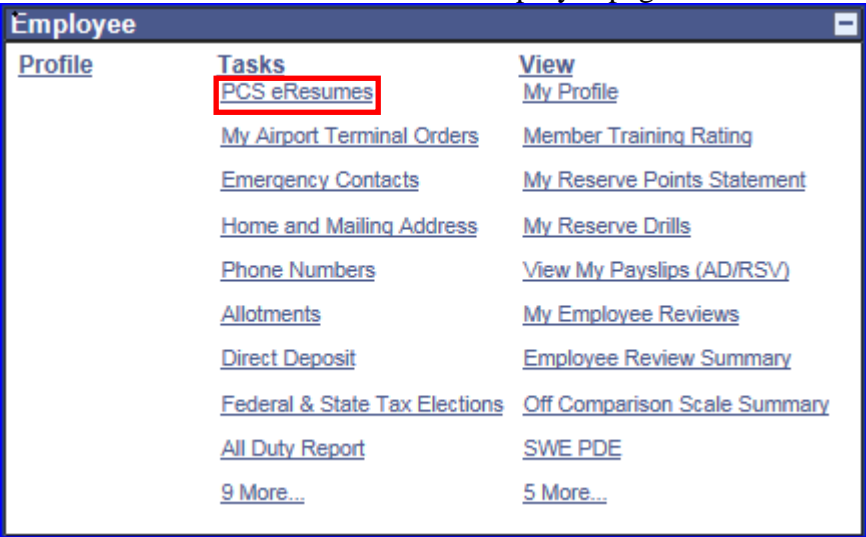
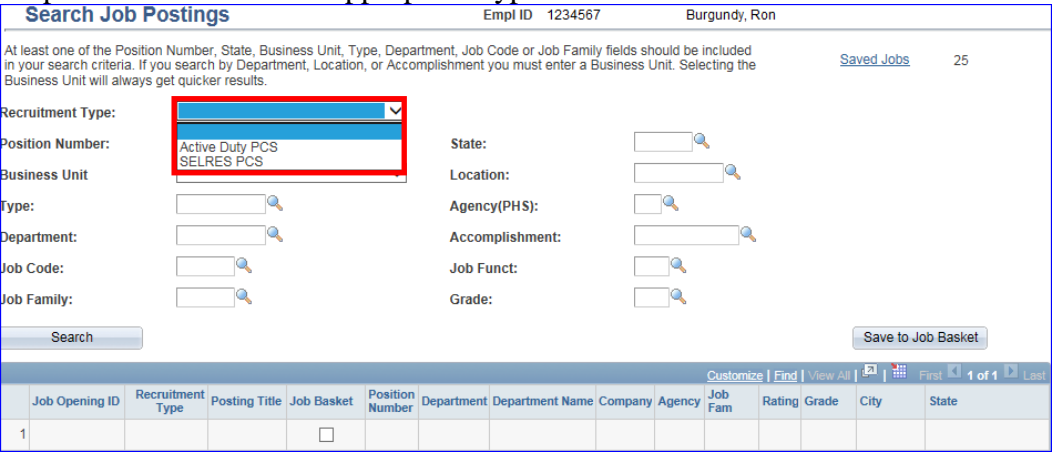


# Self Service – PCS eResume

**Introduction** This guide provides the procedures for submitting an eResume in Direct Access.

**Procedures** See below.

Step	Action
1	<p>Select the <b>PCS eResumes</b> link from Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with three main sections: Profile, Tasks, and View. The 'Tasks' section contains a list of links, with 'PCS eResumes' highlighted by a red box. Other links in the Tasks section include 'My Airport Terminal Orders', 'Emergency Contacts', 'Home and Mailing Address', 'Phone Numbers', 'Allotments', 'Direct Deposit', 'Federal &amp; State Tax Elections', 'All Duty Report', and '9 More...'. The 'View' section contains links for 'My Profile', 'Member Training Rating', 'My Reserve Points Statement', 'My Reserve Drills', 'View My Payslips (AD/RSV)', 'My Employee Reviews', 'Employee Review Summary', 'Off Comparison Scale Summary', 'SWE PDE', and '5 More...'.</p>
2	<p>The Search Job Postings window will display. Click the <b>Recruitment Type</b> drop-down and select the appropriate type.</p>  <p>The screenshot shows the 'Search Job Postings' window. At the top, it displays 'Empl ID 1234567' and 'Burgundy, Ron'. Below this, there is a search criteria section with a note: 'At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results.' The 'Recruitment Type' drop-down menu is open, showing 'Active Duty PCS' and 'SELRES PCS' options. Other search criteria include Position Number, Business Unit, Type, Department, Job Code, Job Family, State, Location, Agency(PHS), Accomplishment, Job Funct, and Grade. A 'Search' button is at the bottom left, and a 'Save to Job Basket' button is at the bottom right. Below the search criteria, there is a table with columns: Job Opening ID, Recruitment Type, Posting Title, Job Basket, Position Number, Department, Department Name, Company, Agency, Job Fam, Rating, Grade, City, and State. The first row shows '1' in the Job Opening ID column and a checkbox in the Job Basket column.</p>

*Continued on next page*

## Self Service – PCS eResume, Continued

Procedures,  
continued

Step	Action																								
3	<p>Click on the <b>Job Family</b> look up.</p> <div><div><b>Search Job Postings</b></div><div>Empl ID 1234567 Burgundy, Ron</div><p>At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results.</p><div><div>Recruitment Type: Active Duty PCS</div><div>Position Number: </div><div>Business Unit: </div><div>Type: </div><div>Department: </div><div>Job Code: </div><div>Job Family: </div><div>State: </div><div>Location: </div><div>Agency(PHS): </div><div>Accomplishment: </div><div>Job Funct: </div><div>Grade: </div><div>Search</div></div></div>																								
4	<p>Select the appropriate <b>Job Family</b>.</p> <div><div><b>Look Up</b></div><div><div><b>Look Up Job Family</b></div><div>Job Family: begins with </div><div>Description: begins with m</div><div>Look Up Clear Cancel Basic Lookup</div><div><b>Search Results</b></div><div>View 100 First 1-19 of 19 Last</div><table><thead><tr><th>Job Family</th><th>Description</th></tr></thead><tbody><tr><td>MA</td><td>Machine Accountants</td></tr><tr><td>MR</td><td>Machinery Repairman</td></tr><tr><td>MK</td><td>Machinery Technician</td></tr><tr><td>MM</td><td>Machinist's Mate</td></tr><tr><td>MSSD</td><td>Marine Safety Spec Deck War</td></tr><tr><td>MSSE</td><td>Marine Safety Spec ENG War</td></tr><tr><td>MSSR</td><td>Marine Safety Spec Resp</td></tr><tr><td>MSS</td><td>Marine Safety Spec Warrant</td></tr><tr><td>MST</td><td>Marine Science Technician</td></tr><tr><td>ME</td><td>Maritime Enforcement Spec</td></tr><tr><td>MLES</td><td>Maritime Law Enforcement Spec</td></tr></tbody></table></div></div>	Job Family	Description	MA	Machine Accountants	MR	Machinery Repairman	MK	Machinery Technician	MM	Machinist's Mate	MSSD	Marine Safety Spec Deck War	MSSE	Marine Safety Spec ENG War	MSSR	Marine Safety Spec Resp	MSS	Marine Safety Spec Warrant	MST	Marine Science Technician	ME	Maritime Enforcement Spec	MLES	Maritime Law Enforcement Spec
Job Family	Description																								
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MSSD	Marine Safety Spec Deck War																								
MSSE	Marine Safety Spec ENG War																								
MSSR	Marine Safety Spec Resp																								
MSS	Marine Safety Spec Warrant																								
MST	Marine Science Technician																								
ME	Maritime Enforcement Spec																								
MLES	Maritime Law Enforcement Spec																								

*Continued on next page*

## Self Service – PCS eResume, Continued

### Procedures, continued

Step	Action																																																								
5	<div>Enter the <b>Grade</b> or use the lookup to select it. Enter additional search criteria to refine the search.</div> <div><div><div>Search Job Postings</div><div>Empl ID 1234567</div><div>Burgundy, Ron</div></div><div><div>At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results.</div><div><div>Recruitment Type:</div><div>Active Duty PCS</div></div><div><div>Position Number:</div><div></div><div>State:</div><div></div></div><div><div>Business Unit</div><div></div><div>Location:</div><div></div></div><div><div>Type:</div><div></div><div>Agency(PHS):</div><div></div></div><div><div>Department:</div><div></div><div>Accomplishment:</div><div></div></div><div><div>Job Code:</div><div></div><div>Job Funct:</div><div></div></div><div><div>Job Family:</div><div>ME</div><div>Maritime Enforcement Spec</div><div>Grade:</div><div></div></div><div>Search</div></div></div>																																																								
6	<div>Select the <b>Search</b> button.</div> <div><div><div>Search Job Postings</div><div>Empl ID 1234567</div><div>Burgundy, Ron</div></div><div><div>At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results.</div><div><div>Recruitment Type:</div><div>Active Duty PCS</div></div><div><div>Position Number:</div><div></div><div>State:</div><div></div></div><div><div>Business Unit</div><div></div><div>Location:</div><div></div></div><div><div>Type:</div><div></div><div>Agency(PHS):</div><div></div></div><div><div>Department:</div><div></div><div>Accomplishment:</div><div></div></div><div><div>Job Code:</div><div></div><div>Job Funct:</div><div></div></div><div><div>Job Family:</div><div>ME</div><div>Maritime Enforcement Spec</div><div>Grade:</div><div>E5</div></div><div>Search</div></div></div>																																																								
7	<div>All the available positions on the Shopping List will display.</div> <div><table><tr><th>Job Opening ID</th><th>Recruitment Type</th><th>Posting Title</th><th>Job Basket</th><th>Position Number</th><th>Department</th><th>Department Name</th><th>Company</th><th>Agency</th><th>Job Fam</th><th>Rating</th><th>Grade</th><th>City</th><th>State</th></tr><tr><td>1 207328</td><td>AD PCS</td><td>BOARDING OFFICER/PWCS - NEW HAVEN, CT</td><td><input type="checkbox"/></td><td>00035363</td><td>007172</td><td>SEC LIS ENFORCEMENT DIV</td><td>ACG</td><td></td><td>ME</td><td>ME2</td><td>E5</td><td>NEW HAVEN</td><td>CT</td></tr><tr><td>2 207633</td><td>AD PCS</td><td>LE/WEAPONS PETTY OFFICER &amp; FAI - BOSTON, MA</td><td><input type="checkbox"/></td><td>00091552</td><td>006942</td><td>CG STA BOSTON</td><td>ACG</td><td></td><td>ME</td><td>ME2</td><td>E5</td><td>BOSTON</td><td>MA</td></tr><tr><td>3 207634</td><td>AD PCS</td><td>LEDET 108 MEMBER - SAN DIEGO, CA</td><td><input type="checkbox"/></td><td>00107117</td><td>038426</td><td>TACLET PACAREA LEDET 108</td><td>ACG</td><td></td><td>ME</td><td>ME2</td><td>E5</td><td>SAN DIEGO</td><td>CA</td></tr></table></div>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	Company	Agency	Job Fam	Rating	Grade	City	State	1 207328	AD PCS	BOARDING OFFICER/PWCS - NEW HAVEN, CT	<input type="checkbox"/>	00035363	007172	SEC LIS ENFORCEMENT DIV	ACG		ME	ME2	E5	NEW HAVEN	CT	2 207633	AD PCS	LE/WEAPONS PETTY OFFICER & FAI - BOSTON, MA	<input type="checkbox"/>	00091552	006942	CG STA BOSTON	ACG		ME	ME2	E5	BOSTON	MA	3 207634	AD PCS	LEDET 108 MEMBER - SAN DIEGO, CA	<input type="checkbox"/>	00107117	038426	TACLET PACAREA LEDET 108	ACG		ME	ME2	E5	SAN DIEGO	CA
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*Continued on next page*

## Self Service – PCS eResume, Continued

Procedures,  
continued

Step

8

Action

To view the Position Details on a particular position, select the **Job Opening ID** link.

	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number
1	<a href="#">207328</a>	AD PCS	BOARDING OFFICER/PWCS - NEW HAVEN, CT	<input type="checkbox"/>	00035363
2	<a href="#">207633</a>	AD PCS	LE/WEAPONS PETTY OFFICER & FAI - BOSTON, MA	<input type="checkbox"/>	00091552
3	<a href="#">207634</a>	AD PCS	LEDET 108 MEMBER - SAN DIEGO, CA	<input type="checkbox"/>	00107117

The following window will appear. This lists items like Incumbent, Rotation Date, and if there is a command endorsement required for the position. When finished viewing the Position Details, select the **Return to Previous Page** link.

Job Details

Job Description

Job Title:

LEDET 108 MEMBER - SAN DIEGO, CA

Job ID:

207634

Location:

Full/Part Time:

Full-Time

Regular/Temporary:

Regular

Return to Previous Page

Description

DEPARTMENT:

038426 - TACLET PACAREA LEDET 108

ATU/OPFAC:

20/34301

POSITION:

00107117 - LEDET 108 MEMBER

PRIORITY:

3

JOB:

480094 - Second Class Maritime Enf Spec

CITY:

SAN DIEGO

STATE:

CA

ENDORSEMENT:

MFPU, LEDET, DSF

AO:

ME ASSIGNMENT OFFICER

INCUMBENT:

Tamland, Brick

ROTATION DATE:

07/01/2016

COMPETENCIES:

DSF-TO-DSF Tactical Operator

MLEACD-Counter-Drug

OPSBO-Boarding Officer

OPSBTM-Boarding Team Mbr

RADOPSL2-Level II RAD Operator

Return to Previous Page

*Continued on next page*

## Self Service – PCS eResume, Continued

### Procedures, continued

Step

Action

9

Click the **Job Basket** check box to apply for each desired position.

	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department
1	<a href="#">207328</a>	AD PCS	BOARDING OFFICER/PWCS - NEW HAVEN, CT	<input checked="" type="checkbox"/>	00035363	007172
2	<a href="#">207633</a>	AD PCS	LE/WEAPONS PETTY OFFICER & FAI - BOSTON, MA	<input checked="" type="checkbox"/>	00091552	006942
3	<a href="#">207634</a>	AD PCS	LEDET 108 MEMBER - SAN DIEGO, CA	<input checked="" type="checkbox"/>	00107117	038426

10

Once all the desired positions have been selected, click the **Save to Job Basket** button.

Search			Save to Job Basket				
	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name
1	<a href="#">207328</a>	AD PCS	BOARDING OFFICER/PWCS - NEW HAVEN, CT	<input checked="" type="checkbox"/>	00035363	007172	SEC LIS ENFORCEMENT DIV
2	<a href="#">207633</a>	AD PCS	LE/WEAPONS PETTY OFFICER & FAI - BOSTON, MA	<input checked="" type="checkbox"/>	00091552	006942	CG STA BOSTON
3	<a href="#">207634</a>	AD PCS	LEDET 108 MEMBER - SAN DIEGO, CA	<input checked="" type="checkbox"/>	00107117	038426	TACLET PACAREA LEDET 108

11


The My Saved Jobs window appears. At this point the member can either delete positions from the Job Basket or apply for them. Once the final list is determined, click the **Select All** link and then click the **Apply Now** button.

<a href="#">Careers Home</a>		My Saved Jobs		
My Saved Jobs				
<input checked="" type="checkbox"/> You have successfully saved your new jobs.				
Saved Jobs				
	Job Title	Job ID	Department Name	Status
<input type="checkbox"/>	<a href="#">LEDET 108 MEMBER - SAN DIEGO, CA</a>	207634	TACLET PACAREA LEDET 108	Open
<input type="checkbox"/>	<a href="#">LE/WEAPONS PETTY OFFICER &amp; FAI - BOSTON, MA</a>	207633	CG STA BOSTON	Open
<input type="checkbox"/>	<a href="#">BOARDING OFFICER/PWCS - NEW HAVEN, CT</a>	207328	SEC LIS ENFORCEMENT DIV	Open
<div> <div>Select All</div> <div><a href="#">Deselect All</a></div> <div>Apply Now</div> <div>Delete</div> </div>				

*Continued on next page*

## Self Service – PCS eResume, Continued

### Procedures, continued

Step	Action																
12	<p>The Complete Application window will appear. Click the <b>Set Job Ranking Preferences</b> link to rank the positions in order of preference.</p> <div><p><a href="#">Apply Now</a></p><div><div><b>Complete Application</b></div><div><a href="#">Set Job Ranking Preferences</a></div></div><div><div>Jobs you applied for</div><table><tr><th>Posting Title</th><th>Rank</th><th></th></tr><tr><td><a href="#">LEDET 108 MEMBER - SAN DIEGO, CA</a></td><td></td><td></td></tr><tr><td><a href="#">LE/WEAPONS PETTY OFFICER &amp; FAI - BOSTON, MA</a></td><td></td><td></td></tr><tr><td><a href="#">BOARDING OFFICER/PWCS - NEW HAVEN, CT</a></td><td></td><td></td></tr></table></div></div>	Posting Title	Rank		<a href="#">LEDET 108 MEMBER - SAN DIEGO, CA</a>			<a href="#">LE/WEAPONS PETTY OFFICER &amp; FAI - BOSTON, MA</a>			<a href="#">BOARDING OFFICER/PWCS - NEW HAVEN, CT</a>						
Posting Title	Rank																
<a href="#">LEDET 108 MEMBER - SAN DIEGO, CA</a>																	
<a href="#">LE/WEAPONS PETTY OFFICER &amp; FAI - BOSTON, MA</a>																	
<a href="#">BOARDING OFFICER/PWCS - NEW HAVEN, CT</a>																	
13	<p>Rank the positions in order of preference. Click the <b>Return to previous page</b> link to go to the next step.</p> <div><div><div>Customize   Find    First 1-3 of 3 Last</div><table><tr><th></th><th>Posting Title</th><th>Department Name</th><th>Rank</th></tr><tr><td>1</td><td>LEDET 108 MEMBER - SAN DIEGO, CA</td><td>TACLET PACAREA LEDET 108</td><td><input type="text" value="1"/></td></tr><tr><td>2</td><td>LE/WEAPONS PETTY OFFICER &amp; FAI - BOSTON, MA</td><td>CG STA BOSTON</td><td><input type="text" value="3"/></td></tr><tr><td>3</td><td>BOARDING OFFICER/PWCS - NEW HAVEN, CT</td><td>SEC LIS ENFORCEMENT DIV</td><td><input type="text" value="2"/></td></tr></table><div><a href="#">Return to previous page</a></div></div></div>		Posting Title	Department Name	Rank	1	LEDET 108 MEMBER - SAN DIEGO, CA	TACLET PACAREA LEDET 108	<input type="text" value="1"/>	2	LE/WEAPONS PETTY OFFICER & FAI - BOSTON, MA	CG STA BOSTON	<input type="text" value="3"/>	3	BOARDING OFFICER/PWCS - NEW HAVEN, CT	SEC LIS ENFORCEMENT DIV	<input type="text" value="2"/>
	Posting Title	Department Name	Rank														
1	LEDET 108 MEMBER - SAN DIEGO, CA	TACLET PACAREA LEDET 108	<input type="text" value="1"/>														
2	LE/WEAPONS PETTY OFFICER & FAI - BOSTON, MA	CG STA BOSTON	<input type="text" value="3"/>														
3	BOARDING OFFICER/PWCS - NEW HAVEN, CT	SEC LIS ENFORCEMENT DIV	<input type="text" value="2"/>														

*Continued on next page*

## Self Service – PCS eResume, Continued

Procedures,  
continued

Step

14

Action

To add comments, click the **Member Comments** link. There can only be one member comment field. To edit the existing comments, select the **Member Comments** link. If there are no existing comments, click the **Add Member Comments** link.

Apply Now

Complete Application

[Set Job Ranking Preferences](#)

Jobs you applied for

Posting Title	Rank	
<a href="#">LEDET 108 MEMBER - SAN DIEGO, CA</a>	1	
<a href="#">BOARDING OFFICER/PWCS - NEW HAVEN, CT</a>	2	
<a href="#">LE/WEAPONS PETTY OFFICER &amp; FAI - BOSTON, MA</a>	3	

Ron Burgundy

123 Anchorman Lane

San Deigo, CA 92101

Previous

Submit

Save

Cancel

Careers Home

Next

Command Endorsement

Member Comments

To add Member Comments, select the Add Member Comments hyperlink below. To change information for Member Comments, select the hyperlink under the Member Comments field. Select the delete icon to remove Member Comments information.

Member Comments

Find

First

1 of 1

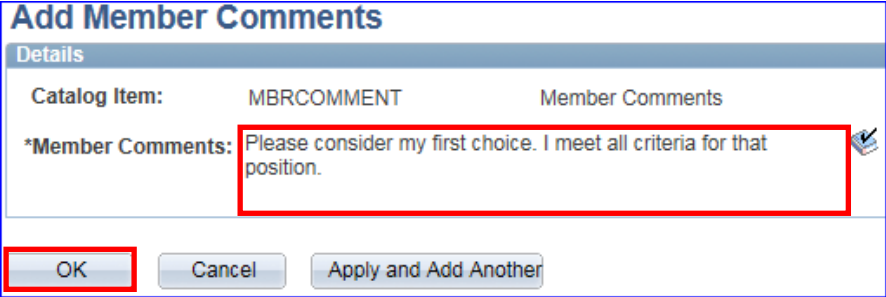
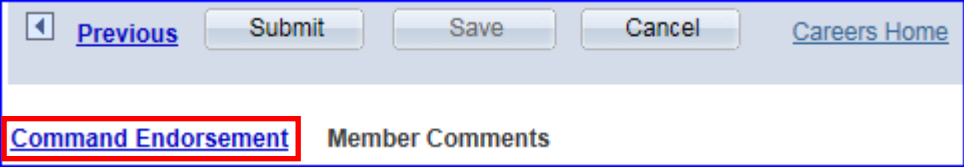
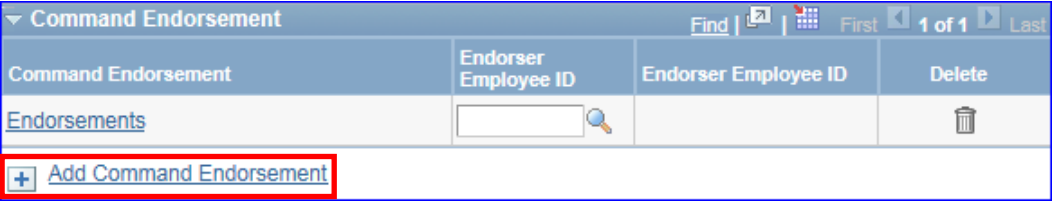

Last

Member Comments	Member Comments	Delete
<a href="#">Member Comments</a>	I chose these billets based on the fact that I do need sea time and underway experience, and the Polar Star is in a great place for my family, as well as the cutters in Port Huron and	<div> <div> <div></div> <div></div> </div> <div></div> </div>
<div> <div>+</div> <div>Add Member Comments</div> </div>		

*Continued on next page*

## Self Service – PCS eResume, Continued

Procedures,  
continued

Step	Action
15	<p>The Add or Update Member Comments window will appear. Enter <b>comments</b> in the field. When finished, click the <b>OK</b> button.</p>  <p><b>Note:</b> If the Apply and Add Another button is selected, an error message will appear stating the selected item already exists in the profile.</p>
16	<p>To forward the eResume for endorsement, click the <b>Command Endorsement</b> link.</p> 
17	<p>Select the <b>Add Command Endorsement</b> link.</p> 
18	<p>Enter the Endorser's EMPLID or click the <b>Endorser Employee ID</b> look up. Then click <b>OK</b>.</p> 

*Continued on next page*



## Self Service – PCS eResume, Continued

Procedures,  
continued

Step	Action												
19	<p>Make sure the proper Endorser Employee ID and name appear. Click the <b>Submit</b> button.</p> <div><div>Command Endorsement</div><div><div>Find</div><div>1 of 1</div><div>Last</div></div><table><tr><th>Command Endorsement</th><th>Endorser Employee ID</th><th>Endorser Employee ID</th><th>Delete</th></tr><tr><td><a href="#">Endorsements</a></td><td>7654321</td><td>Veronica Corningstone</td><td></td></tr></table><div><div>+ Add Command Endorsement</div></div><div><div>Previous</div><div>Submit</div><div>Save</div><div>Cancel</div><div>Careers Home</div><div>Next</div></div></div>	Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete	<a href="#">Endorsements</a>	7654321	Veronica Corningstone					
Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete										
<a href="#">Endorsements</a>	7654321	Veronica Corningstone											
20	<p>This screen should display stating the application has been successfully submitted.</p> <div><div><a href="#">Careers Home</a> <a href="#">Job Search</a> <a href="#">My Saved Jobs</a> <a href="#">My Career Tools</a></div><div><h2>My Applications</h2><div><div></div> You have successfully submitted your job application.</div><div><div>My Applications</div><div>Display applications from: Within Last Week Refresh</div><div><div>First</div><div>Previous</div><div>Next</div><div>Last</div></div><div><div>Applications In Progress</div><table><tr><th>Application</th><th>Status</th><th>Application Date</th></tr><tr><td><a href="#">LEDET 108 MEMBER - SAN DIEGO, CA</a></td><td>Applied</td><td>04/04/2016 10:01AM</td></tr><tr><td><a href="#">BOARDING OFFICER/PWCS - NEW HAVEN, CT</a></td><td>Applied</td><td>04/04/2016 10:01AM</td></tr><tr><td><a href="#">LE/WEAPONS PETTY OFFICER &amp; FAI - BOSTON, MA</a></td><td>Applied</td><td>04/04/2016 10:01AM</td></tr></table></div></div></div></div>	Application	Status	Application Date	<a href="#">LEDET 108 MEMBER - SAN DIEGO, CA</a>	Applied	04/04/2016 10:01AM	<a href="#">BOARDING OFFICER/PWCS - NEW HAVEN, CT</a>	Applied	04/04/2016 10:01AM	<a href="#">LE/WEAPONS PETTY OFFICER &amp; FAI - BOSTON, MA</a>	Applied	04/04/2016 10:01AM
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